|  |
| --- |
| **JOB DESCRIPTION** |
| **SPECIFIC JOB TITLE** | Head of Project Accounting |
| **GENERIC ROLE TITLE** | BUSINESS MANAGER |
| **LEVEL/GRADE** | E |
| **JOB FAMILY** | BUSINESS SUPPORT |
| **CONTRACT TYPE** | Fixed Term Contract – 3 years  |
| **HOURS** | 37 hours per week |
| **REPORTS TO** | Chief Financial Officer |
| **DEPARTMENT** | Finance |
| **LOCATION** | Harpenden |
| **DATE**  | February 2024  |
| **OVERVIEW OF ROLE/JOB PURPOSE** |
| This role is responsible for the provision of timely and accurate management information internally in the form of research project performance reports and KPIs, and externally to our key research funders in the form of financial reporting for research projects and the completion of funder required evidence and returns. The postholder manages five staff in order to achieve these objectives, whilst working closely with Science Area leads, Project Scientists, Grants and Legal teams, the post holder will influence decisions with a view to maximising funding opportunities that optimise financial contribution. The role will report to and work closely with the Chief Financial Officer to help achieve a healthy cash flow and future financial viability through effective research project management and forecasting.The overall finance team has 12 members and split into two teams, Project Finance which is led by this post, and Financial and Management Accounts led by the Head of Finance.The role holder is expected to carry out the duties listed below and any other duties reasonably required by the line manager or Institute, commensurate with the grade and level of responsibility for this post. |
| **MAIN DUTIES OF ROLE** |
| **Generic Outputs** | **Weighting** | **Description of Outputs**  | **Description of Job Specific Duties** |
| **Business Service Delivery** | 50% | Provision of timely and accurate management information to internal stakeholders | * Ensure the provision of monthly reports detailing project performance, key performance indicators (KPI’s) and narrative.
* Working with colleagues within the finance team ensure that the month end timetable accurately reflects tasks requiring completion, staff absences and the deadlines for that month.
* Ensure financial statements are accurate, and accessible for science department budget holders and principal investigators (PI’s) to allow them to manage their budgets over the financial year/life of project.
* Working with budget holders, ensure that regular forecasting and sensitivity analysis exercises can be undertaken.
* Ensure that the staff allocations spreadsheet model is promptly and accurately maintained with updates being made to the finance system accordingly.
* Ensure that the monthly revenue recognition exercise is undertaken assigning an appropriate method to each new research project.
 |
|  |  | Manage the provision of accurate and timely financial reporting to funders | * In relation to all sources of research funding – competitive, strategic and studentships.
* Collaborate with the Grants Team responsible for assisting with and reviewing project costings to a range of external funders, ensuring that costings are prepared on a robust basis that optimises financial contribution, and ensuring that financial terms and conditions are reasonable and achievable
* Ensure that once a grant is awarded the financial set up of new projects is initiated (including mapping of the costing to RRES’s chart of accounts, overall budget is uploaded to the finance system and the setting up of an electronic folder that includes all relevant documentation such as award letters and signed agreements)
* Ensure the timely and accurate completion of funder financial returns such as expenditure statements by the team. Be the main point of contact for any funder audits.
* In liaison with Institute Strategic Programme leads, report on the financial performance to date and projections to the Chief Finance Officer
* Ensure that cash flow is optimised by timely claims and phased collaborator / other payments
* Support Strategic and Competitive Research Project audits when required
 |
| **Finance and resource management** | 10% | Preparation of institute budgets  | * Support the creation of an annual budget for Science Department budgets and research project projections
* For RRES, undertake a five year forecast with a detailed budget for the coming year.
* Working with Chief Financial Officer assist with the production of reports for RRES Finance and Audit Committee (FAC) including sensitivity analysis for the RRES annual budget.
 |
| **Working with others** | 20% | Build relationships with customers, colleagues and external contacts raising the profile of the team and provide expert advice. | * Ensure that team meet with individual science department budget holders monthly to review performance against budget, prepare forecasts, and recommend corrective actions as appropriate.
* Ensure that team identifies additional resources or shortfalls and is innovative in maximising funding recovery.
* Ensure that all funder and internal requests are met in a timely and accurate manner.
* Assist the Chief Finance Officer and Head of Finance in responding to queries from the external audit team.
 |
| **Leadership and management** | 15% | Manage a business support team and ensure performance and quality standards in terms of service provided | * Manage and lead a team of business service specialists
* Monitor and appraise performance using one-to-ones, team meetings and the probationary/PPDR review process and seek advice when dealing with employee difficulties
* Ensure team members are clear about changing work priorities, service expectations and department/institute objectives.
* Support the development of others by setting challenges and offering constructive feedback in a timely fashion.
 |
| **Continuing professional development** | 5% | Expand knowledge and skill set via planned and ad hoc learning opportunities | * Regularly undertake appropriate development activities to maintain and/or acquire new skills
* Delegate projects or assignments to develop an individual.
 |

|  |
| --- |
| **PERSON SPECIFICATION AND SHORTLISTING CRITERIA\*** |
| **SPECIFIC JOB TITLE** | Head of Project Accounting |
| **GENERIC ROLE TITLE** | BUSINESS MANAGER |
| **LEVEL/GRADE** | E |
| **JOB FAMILY** | BUSINESS SUPPORT |
| **CONTRACT TYPE** | Fixed term contract – 3 years |
| **HOURS** | 37 |
| **REPORTS TO** | Chief Financial Officer |
| **DEPARTMENT** | Finance |
| **LOCATION** | Harpenden |
| **EDUCATION/QUALIFICATIONS** | Essential | Desirable | How Tested?\*\* |
| 1. | ‘A’ levels or equivalent (including GCSE’s in English and Maths) |  |  | A/Cert |
| 2. | University Degree Educated |  |  | A/Cert |
| 3. | Holder of recognised accountancy qualification (ACA, ACCA, CIMA) with post qualifying experience |  |  | A/Cert |
| **EXPERIENCE/KNOWLEDGE/SKILLS** | Essential | Desirable | How Tested?\*\* |
| 1. | Experience of the production of financial reports. |  |  | A/IV |
| 2. | Previous and effective line management experience including excellent interpersonal skills enabling team motivation. |  |  | A/IV |
| 3. | Knowledge of research funding costing (both UK and EU) and post award finance management  |  |  | A/IV |
| 4. | Experience of working with senior management and communicating financial information to non-financial stakeholders. |  |  | A/IV |
| 5. | Evidence of engagement in continuous professional development activities in order to keep knowledge base and skills up to date and develop them further |  |  | A/IV |
| 6. | Advanced knowledge of MS office, in particular advanced excel skills. |  |  | A/IV |
| 7. | Proven communication, presentation and interpersonal skills |  |  | A/IV |
| **BEHAVIOURS/COMPETENCIES** | How Tested?\*\* |
| 1. | **Drive for Quality**: Works to and sets stretching goals. Goes the extra mile.  | IV |
| 2. | **Strategic Thinking**: Anticipates emerging organisational needs and manages current situations accordingly | IV |
| 3. | **Creativity and Innovation**: Seeks to generate a range of innovative ideas when addressing problems or new issues | IV |
| 4. | **Developing Self and Others**: Promotes sharing of knowledge and expertise among others | IV |
| 5. | **Professional Conduct**: Adopts a transparent and open approach | IV |
| 6. | **Productive Relationships**: Solicits input from others when tackling problems or generating new ideas. Stong customer service ethos.  | IV |
| 7. | **Effective Communication**: Communicates in an engaging and proactive manner | IV |
| **GENUINE OCCUPATIONAL REQUIREMENTS** | Essential | Desirable | How Tested?\*\* |
| 1. |  n/a |  |  |  |
| 2. |  |  |  |  |

 \* Minimum requirements of the post and how they will be assessed

 \*\* Evidence of criteria will be established from: **A** (application), **IV** (interview),**Test**

 (skills test/prepared question/presentation), **Cert** (certificated checked by interview

 panel)